

Position Description

Position Information			
Job Title	Library Officer	Classification	LGO (EB) Level 3
Directorate	Strategic & Community Services	Service	Libraries & Community Engagement
Status	Part time	Contracted Hours	25 hours per week
Reports to	Branch Librarian	Location	Shire of Mundaring Libraries
Incumbent		Date Appointed To Position	
Key Focus of the Team		Key Focus of this Position	
To deliver high quality accessible library services and programs in accordance with the Strategic Community Plan.		Assist with the provision of Mundaring Public Libraries services in order to develop strong partnerships with the community and provide quality services that are accessible to all.	
Our Vision			
The place for sustainable living.			
Our Values			
Shire of Mundaring takes pride in providing a workplace of choice where all employees demonstrate behaviour consistent with our values.			
<p>Respect – Taking care of yourself and others whilst honouring and supporting diversity of skills, backgrounds and perspectives.</p>		<p>Excellence in Customer Service – Total commitment to informing, educating, consulting and responding to customer needs in a respectful and professional way.</p>	
<p>Integrity – Being who you say you are, telling the truth and being consistent and reliable.</p>		<p>Innovation – A willingness to seek ideas, share knowledge and remain flexible to new ways of doing things. It also means taking risks, making mistakes and creating time to reflect on issues to allow new solutions to surface.</p>	
<p>Team Spirit – Helping others, regularly sharing thoughts and knowledge, celebrating milestones, having fun and working towards a common goal.</p>		<p>Continuous Improvement – A continual openness to learning, sharing, reflecting, challenging and improving the ways things are done.</p>	

Position Description

Position Outcomes – Key Duties and Responsibilities

1. Service Delivery

- Outcome: Friendly, approachable and efficient customer focused service and assistance are provided.
- Outcome: A range of internal library services are delivered according to existing procedures and work flows.
- Outcome: Tasks are completed in order to maintain workflow for the provision of a variety of quality resources and services to library clients.

2. Governance

- Outcome: Decision-making, action and behaviour is ethical, responsible, transparent and in accordance with legislation, policy, procedures, and service standards, and within limits of authority (delegation/authorisation).

3. People and Management

- Outcome: A positive team spirit is fostered between Shire services in accordance with the Shire's Organisational Values.
- Outcome: Personal behaviours reflect and promote the Shire's Organisational Values at all times.
- Outcome: Good communication and interpersonal engagement contribute to productive relationships with internal and external clients and colleagues

4. Statutory Responsibilities

- Outcome: The Statutory responsibilities of the position are understood and met including, but not limited to, records management; disability access and inclusion; and emergency management and recovery activities following an emergency affecting the community.

5. Strategic

- Outcome: Individual work plan contributes to service and corporate priorities.

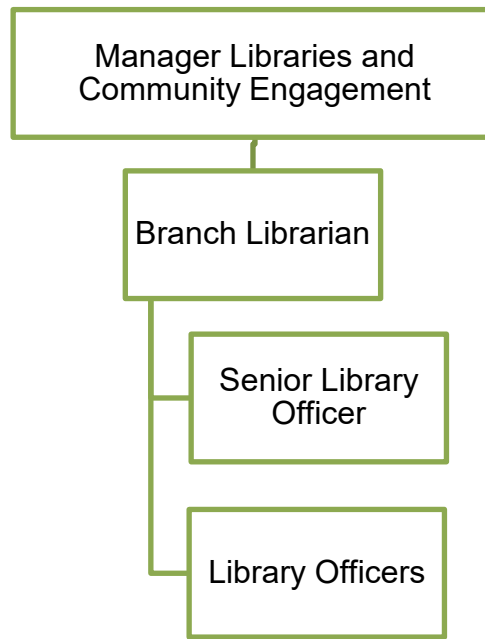
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Position Requirements		
Skills and Abilities	Essential	Desirable
Developed numeracy and literacy skills	✓	
Highly developed customer service skills and the ability to liaise with all people in an informative and positive manner	✓	
Ability to use personal judgement and problem solve minor issues with customers	✓	
Developed computer and data entry skills	✓	
Proficiency in the operation of equipment and technology such as computers, photocopiers, online resources, library apps and mobile devices.	✓	
Developed time management skills	✓	
Developed ability to work independently and in a team environment	✓	
Skills in information technology troubleshooting	✓	
Knowledge		
Knowledge of Spydus or a similar library management system		✓
Understanding of copyright legislation and how it applies in a library setting		✓
Experience		
Experience working in a public library setting		✓
Other		
Current WA "C" Class Driver's Licence or equivalent	✓	
Current National Police Clearance	✓	

General Physical Requirements									
An occupational health provider assesses the applicant/employee fitness to successfully perform the essential functions of the position and considers the following:									
Frequency (☒ as required)					Frequency (☒ as required)				
	Mainly	Frequently	Occasionally	N/A		Mainly	Frequently	Occasionally	N/A
Stand	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Climb/Balance	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Crouch/Kneel	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sit	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Talk/Hear	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Handle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Taste/Smell	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reach	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
<p>While performing the duties of this job, the incumbent may reasonably be expected to occasionally manually handle loads of a varying nature. Notwithstanding, the incumbent is still required under their general Duty of Care to adopt safe work practices by taking appropriate pre-cautionary measures to identify, assess and control risks in accordance with statutory requirements and the Shire's Risk Management Framework.</p>									

Organisational Relationship

Position Description



Extent of Authority and Accountability

Working under the direct supervision of the Branch Librarian, the incumbent is accountable for the efficient and effective delivery of key responsibilities outlined in this position description and agreed performance indicators with authority to act on these responsibilities.

Extent of authority is governed by:

- The statutory provisions of the *Local Government Act 1995* and other relevant legislation; including authorisations
- Council register of delegated authority and Primary and Annual Returns
- Council Policies, Procedures, Organisational Practices and Guidelines

This position does not have delegated authority. Primary and Annual Returns are not required.

Position Description Certification

Prepared by: Branch Librarian

Effective Date: January 2021

I acknowledge that I have read and understood the key objectives, duties, responsibilities and other requirements as outlined in this position description.

I understand that this position description provides general guidance regarding the purpose of the position and my responsibilities.

Furthermore, I acknowledge that this position description may be amended from time to time to reflect changes to the position or Shire requirements.

Staff Signature

Date